INSTRUCTIONS FOR FILING AN APPLICATION FOR A GROUND WATER WITHDRAWAL PROJECT IN THE DELAWARE RIVER BASIN

If you need assistance, call the Project Review Branch - (609) 883-9500, extensions 264 or 303, or refer to the DRBC website at http://www.nj.gov/drbc/

Introduction

- State and federal laws in the Delaware River Basin require that no well water project involving an average withdrawal of more than 100,000 gallons per day (gpd) during any calendar month shall be undertaken without approval by the Delaware River Basin Commission (DRBC). In addition, Resolution No. 80-18 requires that new or expanded well water projects located within the delineated "**Ground Water Protected Area**" involving an average withdrawal of more than 10,000 gpd from a well or group of wells operated as a system are required to obtain a Protected Area Permit.

- The DRBC has Administrative Agreements with the Commonwealth of Pennsylvania and the States of Delaware, New Jersey and New York. Each has unique filing requirements which must be met in addition to requirements of the DRBC.

DRBC APPLICATIONS SHALL INCLUDE THE FOLLOWING:

1. Application Form: The attached DRBC application form should be completed.

2. "Applicant's Statement - Project Review Fee" form should be completed and submitted with appropriate fee for all 3.8 applications. (Please note: agencies, authorities or commissions of the signatories to the Compact shall be exempt from such project review fee. Political subdivisions of the signatory states, however, shall be subject to the fee.)

3. Water Conservation Plan: If required (refer to Page 3)

4. A copy of the well registration form(s) sent to the appropriate state/commonwealth agency. (A well registration form must be filled out for each well and sent to the state/commonwealth agency listed on Page 2 if not previously registered.) Send the original registration form to the state/commonwealth agency; include only copies in the application to DRBC.

Mail completed application package to the following address:

DELAWARE RIVER BASIN COMMISSION
P. O. Box 7360
25 State Police Drive
West Trenton, NJ 08628-0360

STATE/COMMONWEALTH REGULATORY AGENCIES:

Please contact the appropriate state/commonwealth agency to inquire as to what permits are necessary for the project withdrawal.

DELAWARE:
(302) 739-4793
Delaware Department of Natural Resources
and Environmental Control
89 Kings Highway
Dover, Delaware 19901

NEW JERSEY:
(609) 292-2957
New Jersey Department of Environmental Protection
Division of Water Resources
Bureau of Water Allocation
P.O. Box 426
Trenton, New Jersey 08625

NEW YORK: New York State Department of Environmental Conservation (NYSDEC) Regional Offices serving the Delaware Basin are as follows:

Region 3 (Orange, Sullivan, Ulster counties): (914) 256-3054
21 South Putt Corners Road, New Paltz, New York 12561

Region 4 (Delaware, Scholarie counties): (518) 357-2069
Route 10, Stamford, New York 12167

Region 7 (Broome, Chenango counties): (315) 426-7400
615 Area Boulevard West, Syracuse, New York 13204-2400

PENNSYLVANIA: All applications for public water supply withdrawal projects located in the Commonwealth should be submitted to the appropriate regional office of the Pennsylvania Department of Environmental Protection (PADEP) as indicated below.

Southeast Regional Office: (Bucks, Chester, Delaware, Montgomery, Philadelphia counties): (484) 250-5900
2 East Main Street, Norristown, Pennsylvania 19401

Northeast Regional Office: (Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Wayne counties): (717) 826-2525
2 Public Square, Wilkes-Barre, Pennsylvania 18711-0790

Southcentral Regional Office: (Berks, Lancaster, Lebanon counties): (717) 705-4707
909 Elmerton Avenue, Harrisburg, Pennsylvania 17110-8200

GROUND WATER PROTECTED AREA (Southeastern Pennsylvania):

This application is appropriate for projects located within the Ground Water Protected Area (GWPA) of Southeastern Pennsylvania. Counties included in the GWPA are as follows:

Berks (Douglass, Hereford, Union Townships only)
Bucks (see Regulations for specific municipalities)
Chester (see Regulations for specific municipalities)
Lehigh (Lower Milford Township only)
Montgomery (All of the area within the county boundary)

For specific GWPA regulations or information, call (609) 883-9500, extension 264 or 303, or refer to the DRBC website at http://www.nj.gov/drbc/gwpapage.htm.

WHERE TO SUBMIT STATE/COMMONWEALTH WELL REGISTRATION FORMS:

Pennsylvania
(717) 772-4048
Pennsylvania Well Registration Form
Pennsylvania Dept. of Environmental Resources
Division of Water Planning and Allocation
P.O. Box 8555
Harrisburg, Pennsylvania 17105-8555

Delaware
(302) 739-4793
Delaware Dept of Natural Resources and
Environmental Control
Water Supply Section
Water Resources Division
89 Kings Highway
Dover, Delaware 19901

New Jersey
(609) 292-0604
New Jersey Well Permits and Records Form
New Jersey Dept. of Environmental Protection
Bureau of Water Allocation
P.O. Box CN-029
Trenton, New Jersey 08625

New York
(518) 457-1254
New York Well Data Form
New York Dept. of Environmental Conservation
Room 301
50 Wolf Road
Albany, New York 12233

Water Conservation Plan
Minimum Components

ALL PURVEYORS SEEKING DRBC APPROVAL FOR NEW OR EXPANDED WATER WITHDRAWALS MUST INCLUDE A WATER CONSERVATION PLAN, ADDRESSING THE FOLLOWING COMPONENTS:

Source Metering (No. 86-12, amended by Resolution No. 2001-8)

- Meter type/method.
- Meter reading and recording procedure.
- Meter calibration, maintenance and replacement schedule.

Service Metering (No. 87-7 Revised, amended by Resolution No. 2001-8)

- Confirm all connections metered. If not, include schedule for 100% service metering.
- Meter types.
- Meter reading and recording procedure.
- Meter calibration, maintenance and replacement schedule.
- Water rate schedule (is billing based on metered usage?)
- *Purveyor program to provide residential customers with information on
  --savings available through water conservation;
  --different methods of residential water conservation; and
  --availability of water conservation devices.

Leak Detection & Repair (LD&R) (No. 87-6 Revised)

- Completed Plan or Executive Summary (Pennsylvania Applicants may substitute an LD&R Compliance Report)

Water Conservation Performance Standards (No. 88-2 Rev. No. 2)

- Status of municipal regulations in applicant's service area (Pennsylvania only).
- Adopted policy to certify or verify that "no new service connections shall be made to newly constructed premises with plumbing fixtures and fittings that do not comply with water conservation performance standards contained in Resolution No. 88-2 (Revision No. 2)."

PURVEYORS WITHDRAWING 1 MGD OR MORE (NEW OR EXPANDED WITHDRAWALS) SHALL ALSO INCLUDE THE FOLLOWING:

Water Conservation (No. 81-9)

- Provision of information on the availability of water-conserving devices and procedures.
- A contingency plan including use priorities and emergency conservation measures to be instituted in the event of a drought or other water shortage condition.

Retail Water Pricing (No. 92-2) (This requirement is waived if the purveyor either documents it has adopted a water conserving pricing structure or is in the process of implementing such a pricing structure in accordance with a Commission schedule or a schedule established by the appropriate state public utilities commission.)

- An evaluation of the feasibility of implementing a water conservation pricing structure and billing program. The evaluation shall, at a minimum, consider:
  - The potential change in the quantity of water demanded for customer classes and their end uses of water during both peak and non-peak periods stemming from alternative water conservation pricing structures;
  - The potential revenue effects of the alternative pricing structures;
  - Any legal or institutional changes necessary or desirable to implement a water conservation pricing structure; and
  - How conservation pricing could be coordinated with other conservation programs and measures to reduce both average and peak water use.

* Recommended.

DELAWARE RIVER BASIN COMMISSION
P. O. Box 7360
West Trenton, NJ 08628-0360
(609) 883-9500
(Extensions 264 or 303)

Pursuant to the Delaware River Basin *Compact* and the *Rules of Practice and Procedure* of the DRBC, application is hereby made for review of the project described below:

1. General Information: (please print or type)

   Applicant Name: _____

   Mailing Address: _____

   _____

   _____

   Phone: _____

   Representing Attorney Name, if applicable: _____

   Mailing Address: _____

2. Affidavit:

   State or Commonwealth of _____

   County of _____ . I, _____
   being duly sworn, according to law, depose and say that I (am the applicant) (am an official or officer of the applicant) (have the authority to make this application) and that the plans, reports and documents submitted as part of the application are true and correct to the best of my knowledge and belief.

   Sworn and subscribed to before me this _____ day of _____ , _____

   _____ _____
   Notary Public* Signature of Responsible Official

   *Applications for withdrawal for agricultural irrigation are not required to be notarized.

"APPLICANT'S STATEMENT - PROJECT REVIEW FEE" form should be completed and submitted with appropriate fee for all Section 3.8 and Article 10 applications. (Agencies, authorities or commissions of the signatories to the Compact shall be exempt from such project review fee. Political subdivisions of the signatory states, however, shall be subject to the fee.)

3. Description of Project: (Attach information required by Section 2-3 of the *Rules of Practice and Procedure*)

   _____

   _____

   _____

4. Water Conservation Plan Applicable. . . . . [ ] Enclosed per attached directions. . . . . [ ]

5. Consultant Information

Name of Engineer/Geologist: _____

Name of Firm: _____

Mailing Address: _____

_____

_____

Phone: _____

Signature of Consultant _____

Engineer/Geologist/Hydrogeologist Seal

6. Project identification and location of proposed withdrawal(s):

   Well Number(s) _____

   Municipality _____

   County _____ State _____

7. Well Location Information*

Well Designation	Latitude	Longitude	Elevation (ft.)**

* Copy and attach additional pages if necessary.
** Elevation of reference point, such as the top of well-casing, in ft. Include reference datum.

Attach map (preferably USGS Quadrangle) indicating location of proposed well(s) and all existing project water sources, including wells, surface water intakes and interconnections.

8. Physical description of location; refer to established landmarks such as roads and streams.

_____

_____

_____

_____

_____

_____

9. Estimated cost of proposed project, including design, per Applicant's Statement – Project Review Fee Form:

_____

10. Present average water use:

Water Use	Service Connections	Self-Supplied Ground	Self-Supplied Surface	Other Sources	Total	Estimated** Consumptive Use (%)
		mgd*	mgd*	mgd*	mgd*	
Domestic Supply						
Commercial						
Industrial Process						
Industrial Cooling						
Irrigation						
Other _____ (please specify)						
Total Water Use						

* mgd = million gallons per day
** Consumptive use is water withdrawn that is not returned to the surface or ground waters.

11. Projected average water use (10 years from application date):

Water Use	Service Connections	Self-Supplied Ground	Self-Supplied Surface	Other Sources	Total	Estimated** Consumptive Use (%)
		mgd*	mgd*	mgd*	mgd*	
Domestic Supply						
Commercial						
Industrial Process						
Industrial Cooling						
Irrigation						
Other _____ (please specify)						
Total Water Use						

12. Purpose of proposed withdrawal(s): _____

_____

_____

_____

_____

_____;

If the well is a replacement, provide the reason the existing well is being replaced: _____

_____

_____

_____

_____

_____

13. Requested allocation from proposed well(s):

Proposed Well No. _____ - _____ mg/30

Proposed Well No. _____ - _____ mg/30

Proposed Well No. _____ - _____ mg/30

Proposed Well No. _____ - _____ mg/30

Proposed Well No. _____ - _____ mg/30

Proposed Well No. _____ - _____ mg/30

Total requested withdrawal from all project wells - _____ mg/30

14. Establish the need for requested allocation:

Total Project Water Demand	Existing/Current Use	Projected Demand (Year* _____)
Water Demand, Average	_____ mgd _____ mg/30	_____ mgd _____ mg/30
Water Demand, Maximum	_____ mgd _____ mg/30	_____ mgd _____ mg/30
Population Served (Public Supplies)	_____	_____

* Projected Demand Year should be 10 years from application date.

System Storage: _____ mg, _____ days supply.

Additional Information

a. If application regards irrigation of a golf course, the applicant should refer to the attached Water Conservation Guidelines for Golf Courses, and the applicant should submit an operating plan that addresses the components outlined therein. Additionally, the following information should be provided:

Total **property** acreage: _____ acres. No. Holes: _____

Acreage to be **irrigated**:

Fairways _____ acres.

Tees _____ acres.

Greens _____ acres.

Other* _____ acres.

Describe method** for estimating irrigated acreage:

_____

* Other includes any other irrigated area, for example rough surrounding fairways and greens.
** The acreage to be irrigated must be an accurately represented area, and should reflect only those areas that are contained within the irrigation system.

b. If the use is agricultural, provide a description of the type of crop and the Agricultural Extension Service water requirement recommendations: _____ inches/year.

Type of crop(s): _____

c. If application regards industrial water use, provide a description of the breakdown of water use, including percentages for cooling/non-contact cooling, process, sanitary, etc.: _____

_____

15. Existing and/or proposed interconnections and their capacities.

Name of Interconnecting Purveyor	Interconnection Capacity (mgd)	Annual Average Use (mgd)	Maximum Monthly Use (mgd)

Discuss the feasibility of interconnecting project system with other distribution systems, or any other water source such as in the case of irrigation of golf courses, the use of STP effluent:

_____

_____

_____

16. Information on applicant's existing wells:

Well No.	Latitude/ Longitude	Well Depth (feet)	Cased Depth/ Casing Diameter (feet/inches)	Screened Interval (ft.) to (ft.)	Pump Capacity (gpm)	Date Drilled	Aquifer

17. Enclose a map showing the areas served by the applicant and any proposed increase in service area as a result of the subject well project.

18. Include Water Conservation Plan (Refer to Page 3 for Minimum Components), if required, including the following:

    a. Drought Emergency Plan (All projects in the Southeastern Pennsylvania Ground Water Protected Area and those with total system water withdrawals in excess of 1.0 mgd). A drought emergency plan shall be prepared by each person, firm, corporation or other entity withdrawing ground water for purposes of municipal or public, industrial, or commercial water supply. Such plans shall be filed with this application.

    b. Source and Service Metering – What percent of individual water services are metered? _____ %. If not 100%, give schedule of when it will be 100%. Are all wells, surface water intakes and interconnections metered? _____ If not, identify each unmetered well, intake and interconnection and the anticipated date of metered installation.

    c. Leak Detection and Repair – Include information on distribution system Leak Detection and Repair.

    d. Rate Schedule – Describe the water charging rate schedule and use classifications.

    e. Rationing Plan – Describe the water rationing plan, including triggers and implementation schedules.

19. Well Record (Proposed Well(s)) [Complete one form for each proposed well – copy pages if needed]

Well No.: _____, Geologic Formation: _____

Date Drilled: _____, Well Driller: _____

Describe measuring reference point and indicate distance above or below ground surface (all depths should be measured from reference point).

_____

Depth drilled: _____ feet, Diameter: _____ inches.

Casing - Minimum Diameter: _____ inches, Maximum Length: _____ feet.

Well Screen: _____ Top of Screen: _____ feet, Bottom of Screen: _____ feet.

Well Yield: _____ gpm, Specify Capacity: _____ gpm/feet.

Permanent Pump: _____ Type: _____

Capacity: _____ gpm, Intake Setting: _____ feet.

Air Line Depth: _____ feet, Type of metering: _____

Well No.: _____, Geologic Formation: _____

Date Drilled: _____, Well Driller: _____

Describe measuring reference point and indicate distance above or below ground surface (all depths should be measured from reference point).

_____

Depth drilled: _____ feet, Diameter: _____ inches.

Casing - Minimum Diameter: _____ inches, Maximum Length: _____ feet.

Well Screen: _____ Top of Screen: _____ feet, Bottom of Screen: _____ feet.

Well Yield: _____ gpm, Specify Capacity: _____ gpm/feet.

Permanent Pump: _____ Type: _____

Capacity: _____ gpm, Intake Setting: _____ feet.

Air Line Depth: _____ feet, Type of metering: _____

20. Driller's Log – Attach separate sheet describing the nature and depth interval of subsurface materials and water bearing zones encountered during drilling of each proposed well.

21. Attach map identifying all nearby wells owned by others that could be affected by pumping of the proposed well(s) and complete Question 25 for each well. (See following page for Question 25.)

22. Please submit a Final Hydrogeologic Report detailing extended pump test procedures, results and analyses. (May be waived for agricultural irrigation wells in the coastal plain aquifer.)

    The Final Hydrogeologic Report must include a discussion of the field procedures, a listing of all the data gathered, an analysis of the data and an evaluation of the proposed diversion on the aquifer and all other ground water and surface water users. All relevant data including water level charts, tables, graphs, etc., for the pumped well, monitoring wells, and nearby perennial stream and/or wetlands/sensitive environment sites shall be submitted. The pumping test shall be of not less than 48 hours pumping duration and at an uninterrupted, constant withdrawal rate of not less than the proposed rate. Required information to be collected includes, but is not limited to the following:

    a. Date and time of all static, pumping, and recovery water level measurements.

    b. Record of pumping rate measured frequently throughout the test.

    c. Sufficient static water level measurements in all wells to determine any trends in water level changes prior to beginning of pumping.

    d. Pumping and recovery measurements in the pumped well and observation wells should be made.

    e. Wells, sufficient to determine all possible interference, shall be monitored.

    f. Records of precipitation, measurements or observations of nearby streamflows, and weather conditions throughout the test.

23. Attach a copy of the application submitted to the appropriate state agency (if applicable).

24. Include chemical and bacterial analysis of the water from the proposed well(s). (Not applicable for irrigation wells.)

25. Existing Nearby Wells (Complete information for each well – copy pages if needed)

Name of Owner: _____ Phone: _____

Address: _____

_____

Well No.: _____, Type of Use: _____

Date Drilled: _____, Depth Drilled: _____ feet, Diameter: _____ inches.

Casing Diameter: _____ inches, Casing Depth: _____ feet.

Well Screen: _____ Top of Screen: _____ feet, Bottom of Screen: _____ feet.

Pump Type: _____

Capacity: _____ gpm, Intake Setting: _____ feet.

Describe location of well on property: _____

_____

Name of Owner: _____ Phone: _____

Address: _____

_____

Well No.: _____, Type of Use: _____

Date Drilled: _____, Depth Drilled: _____ feet, Diameter: _____ inches.

Casing Diameter: _____ inches, Casing Depth: _____ feet.

Well Screen: _____ Top of Screen: _____ feet, Bottom of Screen: _____ feet.

Pump Type: _____

Capacity: _____ gpm, Intake Setting: _____ feet.

Describe location of well on property: _____

_____

26. Waste water disposal information:

    a. Describe the method of treatment and disposal of wastewater from the project service area.

    _____

    _____

    b. If wastewater is discharged to a treatment plant, please provide

    Name or Owner: _____

    Location: _____

    _____

    Design Capacity: _____ mgd, Current Operating Load: _____ mgd

    Present treatment plant efficiency: _____ %

27. Will the water withdrawn receive any treatment prior to use? _____ Yes _____ No

    If yes, describe: _____

    _____

    _____

28. Flood Potential

    Neither the pump house, well, nor ancillary equipment may be located above the natural ground surface within the 100-year floodway.

    Submit a site map showing the locations of the 100-year flood plain and floodway boundaries (as indicated by the Flood Insurance Study for the project municipality) in relation to the proposed well(s) and pump houses.

    If the pump house is located in the flood fringe area, submit a drawing indicating that the pump house floor is at least one foot above the 100-year flood elevation, or flood-proofed to that elevation.

    If a Flood Insurance Study has not been completed for the project municipality, supply a copy of the Official Flood Hazard Boundary Map of the site and indicate the locations of the proposed well(s) and pump house.

29. Wetlands

Identify all wetlands in the vicinity of the project. No wells or related structures are to be located within a wetland. (Wetlands are defined in the Water Code, Section 2.350.1.) Each application shall include a certification that the proposed project is not located within a wetland.

30. If the proposed withdrawal is part of a ground water remediation project, submit copies of any engineering studies on the nature and extent of the contamination and the proposed remediation program.